Management System: Requirements Management		
Subject Area: Document Control Management		
Procedure 4: Approving CBC MS Documents		
Issue Date: 07/31/12	**Lead Subject Matter Expert:** Lynette Chafin	**Management System Owner:** Ralph Holland

1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Management System Owners (MSOs) and/or Assistant Directors (ADs), Control Document Coordinator (CDC), Subject Matter Experts (SMEs), and Control Document SMEs who develop or revise CBC MS documents (i.e., Management System Descriptions [MSDs], Policy Statements, Program Descriptions, Subject Areas (SA), and Procedures). See *CBC MS Document Hierarchy*. New or revised CBC MS documents may result from a variety of sources including, reviews, new/revised requirements, responses to questions/comments, feedback, etc.

2.0 Required Procedure

For Minor Revisions, this procedure follows after Step 3 of Procedure 2 - *Preparing and Submitting CBC MS Documents.*

For New Documents or Major Revisions, this procedure follows after Procedure 3 - *Reviewing CBC MS Documents.*

Step 1	**New Documents or Major Revisions** - Once all comments have been incorporated, and all reviewer non-concurrences have been resolved, the SME will obtain signatures from all ADs on the Document Review Record Sheet. **Minor Revisions** - Once all comments have been incorporated, and all reviewer non-concurrences have been resolved, the SME will obtain the signature from the MSO/AD for that department on the Document Review Record Sheet.
Step 2	The SME then alerts the CDC via email of approval for final publication. The Controlled Document shall be provided electronically in Word format to the CBC CDC for final formatting, and assembly of a complete package for the Director's (or other approving official's) final review and approval. A complete package shall contain the following:

	• The completed (clean) Word document with all revisions, electronic documents/urls that require a hyperlink, and comments resolved; • The Record of Revision Form and working resolution of comment sheet with initials and dates indicating concurrence or non-concurrence with comments; and • A completed Record of Revision indicating what and where all changes were made.
Step 3	Upon approval by the Director, the controlled document shall be submitted to the CDC for distribution. The CDC shall maintain all original records, which include comments generated for final development. All records will be kept in accordance with the Director Office File Plan.
Step 4	The CDC completes the final actions necessary for publication, publishes the document, and issues notification that the document is available online.

3.0 References

- *Information for CBC MS Authors*
- Procedure 2, *Preparing and Submitting CBC MS Documents*
- Procedure 3, *Reviewing CBC MS Documents*
- *CBC MS Document Hierarchy*
- *Record of Revision Form*

4.0 Records Generated

The records table identifies those records generated during the work process described in any controlled document/procedure that shall be maintained to document activities or preserve historically valuable information after the work process is completed.

In accordance with IP-414-04, Quality Assurance Procedure, a determination needs to be made if these records are to be classified as quality assurance records. If it is deemed that these are quality assurance records, further classification of "lifetime" or "non-permanent" shall be made.

Records generated through implementation of this procedure are identified as follows and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
*ADM 16-01-A	Administrative Issuances – Approving CBC MS Documents	Office of the Director	Not Applicable

*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.